

STATUS 30-0 - CLOSED BEFORE PLAN INITIATED

- A. Definition:** A case is closed in Status 30-0 from Status 10 or 12, when it is determined that a suitable plan for employment cannot be developed and/or achieved or that employment resulted without benefit derived from VR services. A case closed in this status must have:
- 1) received diagnostic and related services; and
 - 2) been declared eligible. Closure from Status 10 occurs before an IPE was developed. Closure from Status 12 indicates an IPE was developed but not implemented.
- B. Scope of Services:** The final case process for an individual who meets the criteria listed in the definition.
- C. Agency Expectations:**
1. R-413 Closure Summary - When the decision is made that it is necessary to close the case, the agency representative should enter a case narrative which, to the extent that it has not been previously recorded in the casefile, includes:
 - a) a description of the services provided to the client and any benefits which the client may have received from those services;
 - b) the reason the file is being closed and any attempts to remedy the situation;
 - c) as appropriate the R-413 will also reflect efforts of the agency staff to identify any other agency or services, including Independent Living Services, which might be available and appropriate to the needs of the client; and that the client was advised and assisted in making application for such other agency or resource; and
 - d) If client is placed in extended employment or the individual's disability exacerbates to the level he/she cannot participate in employment activities, it must be stated whether an annual review of this decision is required. If the decision need not be reviewed, the R-413 must clearly show that the determination was made only after full consultation with the client, or as appropriate, with a parent, guardian, or other representative.
 2. The client will be notified of the closure by letter, which should include the right to contact and possibly receive assistance from the Iowa Client Assistance Program (ICAP). The closure letter should provide information on the client's right for mediation or appeal of the closure decision.
 3. If the client is being closed because of a move from the state, whenever feasible they will be given the name and address of the rehabilitation office nearest the new residence.

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4. The Rehabilitation Associate or Assistant follows up with the client to determine if an appointment with the counselor is necessary.
5. The Rehabilitation Counselor determines if case closure is appropriate and directs the Associate and Assistant to process the closure.

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